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 CHAIRMAN

Approved For Release 2004/03/25 : CIA-RDP81M00980R003200040056-2

Congress of the United States
House of Representatives
Committee on Appropriations
Washington, D.C. 20515

October 5, 1978

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 KEITH F. MAINLAND

TELEPHONE:
 CAPITOL 5-3121
 EXT. 5271
 OR
 225-2771

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 CHARLES WILSON, TEX.
 LINDY (MRS. HALE) BOGGS, LA.
 ADAM BENJAMIN, JR., IND.
 NORMAN D. DICKS, WASH.
 MATTHEW F. MCHUGH, N.Y.

STAT
 Deputy Director for Finance
 STAT Central Intelligence Agency
 Washington, D.C. 20505

This will confirm arrangements which have been made regarding
 STAT the loan of for a period of approximately
 STAT 6 months, effective October 10, 1978. should
 report to the Staff's principal office, Room 1719, HEW Building
 (North), 4th Street and Independence Avenue, Southwest,
 Washington, D.C., around 9:00 a.m. on that date.

STAT The Central Intelligence Agency will be fully reimbursed for
 the salary and expenses of In that regard,
 there are enclosed the necessary forms for obtaining reimburse-
 ment, together with information for use in preparing the vouchers.
 It is requested that this office be billed monthly and that
 Lottie Konen (225-3881) of this Staff be advised of the name
 and telephone number of the individual who will be handling the
 STAT billings for reimbursement of salary and travel
 expenses.

STAT It is anticipated that assignment will require
 travel within the United States. It is requested that travel
 orders and Government Transportation Requests be issued that
 will permit him to travel as directed by this office.

Enclosures


STAT

October 5, 1978

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STAT I wish to thank you for the cooperation extended in making
 available to this Staff.

Sincerely yours,


C. R. Anderson
Chief of the Surveys and
Investigations Staff
House Appropriations Committee

COMMITTEE ON APPROPRIATIONS
U.S. HOUSE OF REPRESENTATIVES

TO WHOM IT MAY CONCERN:

It is requested that the attached information be forwarded to the appropriate person within your agency who will be handling the billings for reimbursement of salary and travel expenses.

It is also requested that Lottie Konen of this office be advised as soon as possible of the name and telephone number of that person.

Inquiries may be addressed to the Surveys and Investigations Staff, House Appropriations Committee, Room 1719, HEW Building (North), 4th and Independence Avenue, SW, Washington, D.C. 20201, telephone 225-3881.

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CAPITOL 5-3121
EXT. 52771
OR
223-2771

TO WHOM IT MAY CONCERN:

Re: Policy of Surveys and Investigations Staff,
Committee on Appropriations, U.S. House of
Representatives, on Reimbursement of Travel
Expenses

House of Representatives travel regulations authorize the following: per diem at \$50 per day, first class air travel, and 17 cents per mile (effective January 1978) for use of personally owned automobile on official business.

Specific authority is granted by the Chief, Surveys and Investigations Staff through the Chairman of the House Appropriations Committee, in accordance with regulations set by the Committee on House Administration 95th Congress, dated January 1978.

C. R. Anderson
Chief of the Surveys and
Investigations Staff
House Appropriations Committee

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VOUCHER

Check No. 2

Dated

INITIATING OFFICE:

① Surveys and Investigations Staff

House Appropriations Committee

(Address)

Washington, D.C. 20515

PAYEE:

(2) Name and address of agency to which

(Name of payee)

payment should be made

(Address)

☆ 56-228 U.S. GOVERNMENT PRINTING OFFICE: 1964 O - 350-000

Date of service		Quantity	Unit	ARTICLES OR SERVICES	Unit price	AMOUNT
19						Dollars
(3)	8/1-30			Reimbursement for detail of [name]		
				to the House Committee on Appropriations		
				(4) Salary		
				Personal Benefits		
				(5) Travel		
						TOTAL

***SIGN ORIGINAL ONLY**

Payee ⑥ [name of agency]

[signature of authorized
certifying officer]

⑦ By

[NOTE: do not write in this space]

(Title)

APPROVED

ALLOWED

(Date)

(Date)

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ORIGINAL - To Finance Office

- ① Should always be "Surveys and Investigations Staff, House Appropriations Committee, Washington, D.C. 20515"
- ② Name and address of agency to which reimbursement should be made.
- ③ Period for which reimbursement is requested.
- ④ Includes gross salary plus benefits (i.e., health and life insurance, retirement, etc.)
- ⑤ Travel claims include costs of GTRs, per diem and other miscellaneous expenses incurred (i.e., taxi fares, official business telephone calls, parking, etc.)

NOTE: ANY CLAIMS FOR TRAVEL EXPENSES MUST BE SUBMITTED WITH "BACK-UP" MATERIAL, THAT IS, COPIES OF VOUCHERS SUBMITTED BY THE INDIVIDUAL FOR REIMBURSEMENT FROM YOUR AGENCY (SF-1012, SF 1164, etc.)
- ⑥ Name of agency
- ⑦ Signature of "AUTHORIZED CERTIFYING OFFICER." The voucher must be signed; otherwise, the House of Representatives Finance Office will not process the claim.

If your agency normally uses Standard Forms 1080 or 1081 to request transfer of funds between Government agencies, either of these forms may be submitted with the House of Representatives voucher.